STANDARD FORM NO. 64

## Sanitized Approved For Release: CIA-RDP54-00177A000200120023-4 Office Memorandum • UNITED STATES GOVERNMENT

: Chief, Space, Maintenance and Facilities 76/5.

August 1953

FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Branch during the month of July 1952 and July 1953.

Volu	ne:	1952	1953
1.	Requests for services processed during month of July.		. <u>+9/3</u>
	A. New requests by memorandum or requisition B. On hand prior to June 1	315 55	287 18
	C. Written orders placed with GSA	<u>55</u> 370	<u>18</u> 305
	D. Number on hand and no action as of 31 July E. On hand 60 days or more and not yet submitted to GSA.	239 44	223 13
	CO GOA.	. 0	0
2.	Year.		
	A. Fourth Quarter Encumberances 1. Routine alterations and installations 2. Estimated cost of Item C 3. Estimated cost of other allotments 4. Protective Service (GSA Guards) a. 195 reimbursable posts	\$18,300 87,310 1,015 \$88,325 \$ 90,196	\$27,235 * 180 \$ 180
	<ol> <li>Laborers and Trucks (From GSA)</li> <li>Total funds obligated</li> </ol>		10,666 118,061
3.	Sums paid to GSA during February against orders encumbered in third quarter.  1. Alterations and Installations 2. Guards 3. Laborers and Trucks 4. Elevator 5. Fireman-Laborers 6. National Security Council		2,019 273,473

<sup>\* -</sup> Estimated cost--see next report

## Sanitized - Approved For Release : CIA-RDP54-001-7A000200120023-4

Page 2

Monthly Report

3 August 1953

4.	Wor	rk Load Status	1952	<u>1953</u>
	Α.	Orders submitted to GSA non-reimbursable In writing Verbal	14 500	13 450
	В.	Inter-office memorandum Inter-Agency letters	47 12	35 3
	c.	Space moves during June Total personnel moved Estimated cost	22 97 \$1,480	6 97 10,540

D. Number of requests on which orders have been placed but work has not been completed.

30 days old 55 60 days old 18 90 days old 38 120 days old 14



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